



## **Project Coordinator**

### **The Organization:**

The Education Achievement Authority (EAA) is a state turnaround district serving schools in the bottom 5% of the state of Michigan. The EAA serves fifteen schools in Detroit, of which twelve are direct-run and three are operated by a charter.

### **The Opportunity:**

The Project Coordinator will work within the Office of the Chancellor. He/she will be responsible for ensuring deadlines are met, outlining clear action steps, and evaluating progress. He/she will be tasked with providing support on multiple projects that will advance the Chancellor's priorities.

**Job Title:** Project Coordinator

**Reports to:** Associate Chancellor

### **Minimum Qualifications:**

- Exceptional project management and execution skills
- Strong communication skills with an ability to articulate a clear and compelling vision
- Exceptional interpersonal skills, with the ability to develop productive working relationships across a wide variety of individuals and groups, both internally and externally
- Entrepreneurialism and resourcefulness, with the ability to deliver results in a deadline-driven, complex environment
- Exceptional strategic thinking and problem-solving skills, with the intellectual depth and maturity to work with the Chancellor, other cabinet, staff, and Board members
- Commitment to ensuring that all students have access to high quality educational options
- Master's degree required (i.e. public policy, business, public administration or education policy)

### **Responsibilities and Essential Functions:**

- Assists the Chancellor in general administrative operations of the school division
- Assists the Chancellor with public inquiries
- Tracks strategic planning for the superintendent and the School Board
- Prepares, reviews and submits reports and other documents as required by the Chancellor and the EAA Board
- Compiles operational statistics and other data as the Chancellor may require
- Reports to the Chancellor any developments or problems requiring the Chancellor's awareness or action.
- Researches and prepares information for School Board members and others as directed by the Chancellor

- Performs any other related duties as assigned by the Chancellor or other appropriate administrator

**Filing Deadline:** Posted until filled

**Salary:** \$55,000 annual

**Length of work year:** Twelve (12) Months

**Effective Date:** May 1, 2015

**Method of Application:** All interested candidates should submit a current resume via e-mail to:

[ddonaldson@eaaofmichigan.org](mailto:ddonaldson@eaaofmichigan.org)

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